Grantee Monitoring

Grantee Name	The Philomena House
Location/Address	727 Margaret
Date and Location of Site Visit	5-9-2017
Grantee Participants	Director, Board Member, Housemother
MDH Participant(s)	Mary Ottman, Grant Manager
Grant Agreement #/PO #	878194

PURPOSE:

In accordance with the MDH Policy 238.01 Grantee Monitoring, MDH will conduct at least one monitoring visit per grant period on all state grants of over $50,000, and at least annual monitoring visits on grants of over $250,000.

The purpose of the grant monitoring visit is to review and ensure progress against the grants' goals, to address any problems or issues before the end of the grant period and to build rapport between the state agency and the grantees. This visit may cover topics such as statutory compliance; challenges faced by the grantee, modifications made to the grant program, program outcomes, grantee policies and procedures, grantee governance, and training and technical assistance needs.

The findings or information obtained through this monitoring activity will be used:
- ☐ To ascertain how MDH program funds are being utilized
- ☐ To provide targeted technical assistance needs
- ☐ To improve program implementation performance
- ☐ To suggest other training needs
- ☐ In future funding decisions

OVERVIEW

1. Is the Grantee's non-profit 501(c) 3 status current? Yes

2. Does the Grantee have a central file containing the official records for this grant agreement and/or amendment? Yes

3. Where is this central file located? Office at Philomena House

4. Who is responsible for this central file? Director

5. Does the central file include
   - The grant proposal? Yes
   - The award letter? Yes
   - The signed grant agreement and any/all amendments? Yes
   - Any/all requests and/or approvals for scope/budget changes? Yes
   - The work plan? Yes
   - Any/all payment requests (invoices)? Yes
   - Any/all signed subcontracts?   Yes
   - Any/all Progress Reports? Yes

REPORTING REQUIREMENTS

1. Does the organization meet all reporting requirements as outlined in the grant agreement and/or amendment? Yes

2. Are expenditure reports submitted timely and accurately? Yes

3. Are progress reports submitted with all required information and in a timely manner? Yes

CONTRACTUAL

1. 1.   Does the Grantee have written policies or procedures addressing use of contractors and/or subcontractors?
   Yes

   1. 2.   Were any sub-contractors paid from the MDH grant required to sign a contractual agreement outlining services to be rendered, duration of engagement, and pay rate?

      Yes

   1. 3.   Was the contractual agreement(s) reviewed and approved by MDH before implementation?

      Yes

PERSONNEL POLICIES, PROCEDURES AND PRACTICES OF THE GRANTEE

1. 1.   Are time distribution records (e.g., time-sheets) maintained to show how employees who are funded through, or contributed in kind to, the MDH grant and who work on multiple projects/programs spend their time?
   Yes

1. 2.   Do personnel and/or payroll records show dates of hire/termination, immigration status if applicable, actual hours of time worked, leave time, federal and state programs worked on, and earning for all employees who are funded through, or contributed in kind, to the MDH grant? Yes

3. Does the Grantee have policies and procedures in writing regarding:

   - Payroll?   N/A
   - Travel?
   - Overtime?
   - Timesheets?
   - Taxes? Yes
   - Purchasing? Yes
   - Compensated time off?

4. 4.   Are employees time sheets approved?

   By whom (what position)?

By the Executive Director?

5. Does the Grantee's payroll preparation and distribution involve more than one employee?

6. Does an authorized official approve all checks before being signed? Yes

Additional Comments:

PROGRAMMATIC QUESTIONS
Please use this space to answer all questions.

Program History
- When was your program started? Why was it started? Founded in 2008, operating in 2011.

- What need does your program fulfill? Home for homeless pregnant women.

- How has the program grown or changed since its beginning? We have additional help teaching guests who wish to obtain a car may take a financial program from a volunteer. We are focusing on proper nutrition and finding new ways to encourage our guests to cook and purchase healthy but inexpensive food and drink. (no soda but 100%)

Grantee's Target population
- Who does the organization primarily serve? Pregnant women

- What is the program's demographic and geographic coverage? Minnesota but primarily

the Twin cities Metro area.

- Review recent Demographic reporting. We are usually full except around Thanksgiving and Christmas.   2 guests in Dec. 2016

Leadership and Governance
- Effective Board: How many board members currently server, who are they?   10, Florence Schmidt, Mary Wiebusch, Duane Sanocki, Deb Heyman, Irene Iden, Emmett Wells,   Lynn Browne, Mary Henseler, Karen McCann, Non-voting: JoyceNevins, Sharon King

- How is the program staffed? Who is responsible for the supervision of the grant staff? By volunteers who receive no pay for their work.

- How are staff evaluated on their performance? How long have PA staff been employed there?   Since the beginning.

- How are staff background checks done? Through Intellicorp by the Director

- What is your organization's policy on complaints for staff and clients?   Through the Director/Housemother/ Board Members

- *Budget,*
- Does the current budget reflect your work plan activities? Yes

- Is the budget accurate for the project size/scope? Yes

- Do you have any challenges with the budget or invoicing? No

- Has your Financial Reconciliation taken place? No

- If you have an elevated risk designation, and/ or your Financial Reconciliation report cited any concerns, these will be discussed. Philomena House is a medium risk grantee with the higher percentage of their funding coming from the PA grant.

Review Work Plan including:
Partners
    o If applicable: how are people referred to the program?   Other Pro-Life agencies/grantees, members of volunteer staff, brochures, website, Public Health Nurses, The Billboard People, adds in church bulletins, MDH website.

- Are there any barriers encountered with referral sources? No

- What is your most common referral source?s   Pregnancy Centers

- Challenges with partners or specific counties? Can be too far to drive for available staff.

- **Work Plan**

- Review your 2016 – 19 grant application's description of the program you are asking to be funded. On your work plan note the services and activities you said you would provide and the number of clients you would serve.   We serve four at a time.

- **Prepare a short summary of your current program(s) and the number of clients being served.**   How does what you describe in the application compare with what you are currently providing? We strive to serve the clients by doing what we have in our work plan. They are assigned a doula and we add a mentor gradually. They go to parenting classes, Doctor and dentist appointments. We make sure they have proper food and clothing for weather and pregnancy/nursing.   We take them for eye appointments and glasses if necessary.   We do what is needed to make them more comfortable throughout their pregnancy and after delivery. In other words we are a lot like parents. They need our love and support, patience and unending kindness. When baby arrives we visit in the hospital, and ready their room for the homecoming with crib, diapers and diaper pail, baby clothes, bottles, formula or nursing pads. We have everything for mothers and babies. They usually have a pack-n-play and car seat provided by friends or relatives, public health nurses or us.

- Have any programs and/or activities or services been added or removed?   We have had no luck with our Care Conference due to turnover of Guests and mentors/doulas. We are doing a Nutrition Program with Guests cooking meals and thinking GOOD NUTRITION.

- Have the number of clients being served per quarter decreased or increased since June 2016? Our guests stay at 3 or 4. Is there anything in particular you want to share about your current program to explain its current status?   We are having a bit more **success** (judged by longer stay and more able to become independent when leaving us) because our intake is more focused on what we can provide and who is likely and willing to 'work' our program.

- Do you anticipate making any changes to the 2017-18 Work Plan? If so, in what way and for what reasons?   We constantly add to the work program depending on our guests' NEEDS. This is very individual but I am hoping to have a volunteer take each guest aside to familiarize her with our great 'workout equipment' and our computer. Also perhaps give them encouragement and confidence to use it.

Participants:
- What type of outreach does the organization put into action? We have 30 church bulletins each week describing us. We get 1-2 calls each month from volunteers asking questions or joining us.   What is working well? Everything. We are constantly amazed at the successes we have and wide variety and expertise of our volunteers. We can now see improvement in the behaviors of our guests over time and their willingness to cooperate.

We are thrilled with the response and generosity of benefactors.

- What are more the challenging aspects to finding or retaining clients?   We don't 'find' clients. They come to us and we describe what we do and they try it or decline. We found we cannot work well with mothers who have other children. They have too much on their 'plate' and don't think they need the program that we have at Philomena House. We have no place for their visiting children. We need to have ONLY pregnant guests and first time mothers of infants because of our house and our wish NOT to expose newborns to older children from school or daycare that could be seriously ill.

Data:
- How is program data collected and by whom?   It is being done by the Director and is shared with benefactors.

- Is data collected useful to agency? Yes. It is very interesting to our volunteers and benefactors.

- Anything we can do to help or simplify data collection? Not that we can identify at this time.

Review Evaluation
- Your 2015-16 Evaluation Report Summary will be discussed (If you were a past grantee).

- Your 2016-17 Evaluation Plan will be reviewed. Any suggestions provided in your 2015-16 Report Summary should be included in the plan, if you are continuing a similar evaluation. If you are planning a new evaluation, details will be discussed. Do you have any questions on your evaluation?   We are evaluating our Nutrition Program and plan to use it as a regular project in the future.

Miscellaneous
- Anything else you would like to share? Our age is strictly with women 18-26.   Older women do not like our program and do not cooperate. Women with other children in foster care are very difficult to work with due to space limitations.

- Anything else we haven't asked? One continuous "thread "associated with our mothers is they have lived without fathers.   We have encouraged the Dad program in the community even if the mother and dad are no longer together.

What can we do to help?
- Trainings and Grantee meetings useful for grantee? Definitely. We always look forward to them and learn from them.   TRAFFIC-ING was helpful and were able to identify two possible women in our program. Director discussed this with them and at least they know where to go for safety.

- Any topic suggestions?   Any ways to encourage ABSTINENCE?   Women suffer from abandonment. Sex is not free.

- Feedback or suggestions for the state? Schools teach Purity and Abstinence for good health and happiness! (self-respect)

- Is there any way MDH can assist you to better equip your success in the Positive Alternatives Grant Program?   We have many steps and have women falling on them.   It would be great to have a home on one level but we love our present location. It is near so many things and pretty convenient for our guests and volunteers.

Many of my calls are from mothers who have other children and need safe shelter.   A home with like-mothers is really good for them but we cannot provide it. Another temporary home (next door) would be helpful and even though separate we could do sharing of volunteer expertise.

Summary:
Philomena House is a second time grantee and has been working hard to get their grant administration in order. They are a program run by volunteers and have had to rely on the talents and availability of their volunteers to initiate and complete their grant funded programs and administration. They have developed their program with funding through the Positive Alternatives program to provide shelter, care, mentoring and education for self-sufficiency for their clients. With the high need for housing programs and housing assistance in Minnesota, Philomena House is providing a critical service for women in unplanned pregnancies in the Metro area of the Twin Cities. Their current work plan includes the following funded activities: education/ financial assistance, housing assistance, mentoring and doula programs, nutrition programming, pregnancy and parenting education and transportation.
Currently Philomena House serves pregnant women between the ages of 18 and 26 years old. They are not able to house any additional children that their clients may have. They are generally full to capacity with clients that they are able to house. They continue to see the need for housing for pregnant women who also have children and are not able to assist them at this time. One issue that they continue to struggle with for their clients is mental health and getting them the care that they need. Philomena House is also developing and gleaning their rules and standards for their clients with the experience they continue to gain from previous clients. Philomena House has been a work in progress and it has been gratifying to see the evolution of their program and organization.
Philomena House has been a responsible and diligent PA grantee working hard to use the grant funds they receive responsibly.

Date: 5/15/17
Grant Manager: Mary Ottman